



# FALL COUNT DAY

OCTOBER 4, 2023



# Welcome!

## FIKA

Is a time for sweet treats  
work friends  
and good conversation



Owendale-Gagetown



Ubly



Learning Center

# 2023-2024

Tech with Jo  
Resources

MDE  
Updates  
Fall Count

Teacher  
Credentials  
GAD

# AGENDA 2023-2024

CRDC

Section  
25e

DCH  
Audit

# Technology

Say “Hello”  
to

Jo Manenti

# Jo Manenti – Technology Guru!

Calendar  
Term Dates

Calendar  
Events

UIC  
Creation



# ACRONYMS



# Pupil Accounting Acronyms

## APPENDIX-B: ABBREVIATIONS/ACRONYMS

AI	=	Autistic Impaired
ACP	=	Address Confidentiality Program
CEPI	=	Center for Educational Performance and Information
CTE	=	Career and Technical Education
EDP	=	Education Development Plan
EEM	=	Educational Entity Master
EI	=	Emotionally Impaired
ESL	=	English as a Second Language
FAPE	=	Free and Appropriate Public Education
FTE	=	Full-time Equivalency/Equated
IDEA	=	Individuals with Disabilities Education Act
IEP	=	Individualized Education Program
IEPT	=	Individualized Educational Program Team
IFSP	=	Individualized Family Services Plan
ISD	=	Intermediate School District
LD	=	Learning Disabled
LEA	=	Local Education Agency
LTCS	=	Less-Than-Class-Size Programs
MDE	=	Michigan Department of Education



# Pupil Accounting Acronyms

MEMCA =	Michigan Early Middle College Association
MME =	Michigan Merit Exam
MSDS =	Michigan Student Data System
OCTE =	Office of Career and Technical Education
PBL =	Project-Based Learning
POHI =	Physically or Otherwise Health Impaired
PSA =	Public School Academy
SCED =	School Codes for the Exchange of Data
SEE =	Shared Educational Entity
SEEC =	Special Education Early Childhood
SLI =	Severely Language Impaired
SOC =	Schools of Choice
SRM =	Student Record Maintenance
TCLE =	Transition/Community Living Experiences
VI =	Visually Impaired
WBLE =	Work-Based Learning Experiences
WSBL =	Worksite-Based Learning Experiences

# Pupil Accounting Acronyms

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MDE - Michigan Department of  
Education

---

PAM – Pupil Accounting Manual  
Coming Soon!

---

MPAAA - Michigan Pupil  
Accounting and Attendance  
Association

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CEPI - Center for Educational  
Performance and Information

# Pupil Accounting Acronyms

---

DCH – Days And Clock Hours

---

EEM-Educational Entity Master

---

SID – School Infrastructure  
Database

---

GAD – Graduation and Drop Out

# Pupil Accounting Acronyms

---

MSDS-Michigan Student Data  
System

---

SOC- School Of Choice

---

FTE – Full Time Equivalency  
Prorated FTE –  $3/7=.43$

---

SRM – Student Record  
Maintenance

# Pupil Accounting Acronyms

---

FERPA – Family Educational Rights  
Privacy Act

Use UIC's in communication

---

CTE – Career And Technical  
Education

---

WBLE – Work Based Learning  
Experience

---

CRDC – Civil Rights Data Collection  
Due this winter



# RESOURCES

# HISD WEBSITE

Pupil Accounting Resources

HISD website

huronisd.org



Home Educators ▾ Employees ▾ Students & Parents ▾ Community ▾ Schools and Staff Contact Us NotifyMe

• *HURON ISD* •  
— *Huron Intermediate School District* —

*Learn, Lead, Serve*

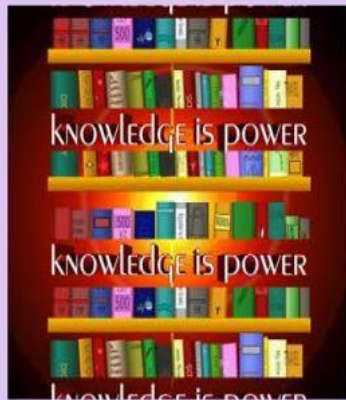
1299 S. Thomas Rd, Suite 1  
Bad Axe, MI 48413  
PH: 989-269-6406 | FX: 989-269-9218

Search

Link: <https://www.huronisd.org/>



# *Pupil Accounting Manual* *2022—2023*



Until 23-24 PAM is released-follow the  
22-23 Pupil Accounting Manual:

<https://www.michigan.gov/mde/-/media/Project/Websites/mde/OFM/State-Aid/Pupil-Accounting/Manual/2022-23-Pupil-Accounting-Manual.pdf?rev=0823e4ecdad84ac5ba32b9b7439fcafa&hash=0CDF461FF9269C0842C3A39B29C2ED6D>



# CEPI RESOURCES

[HTTPS://WWW.MICHIGAN.GOV/CEPI](https://www.michigan.gov/cepi)

# CEPI CALENDAR

## Center for Educational Performance and Information



About CEPI

CEPI Applications

CEPI  
Postsecondary  
Applications

Calendar

CEPI / CALENDAR

CEPI Calendar

The Excel Master Calendar below is meant to serve as a single resource for CEPI application collection windows and deadlines. The list of dates can be filtered by month, application name and/or entity type.

If you use a screen reader, you can download [an accessible PDF of the calendar](#).

[CEPI Master Calendar](#) 

CEPI CALENDAR

<https://www.michigan.gov/cepi/0,4546,7-113-72089---,00.html>



<https://account.revverdocs.net/#/auth/login?redirect=%2Fhome%2Fstate%2Fdata%2Fnode%2F762358901%2F768324110%2Fdetails%2F768324110%3FselectedDetail%3DnodePreview>

File Name Keys:

District number.Building number.Report name  
32000.7132.MembershipReport

One district code:

32030.EL.MembershipReport  
32080.MS.MembershipReport

A screenshot of the Michigan Pupil Accounting and Attendance Association (MPAAA) login page. The page features a header with a map of Michigan and the text "MPAAA MICHIGAN PUPIL ACCOUNTING AND ATTENDANCE ASSOCIATION". Below the header, the email address "tpotter@huronisd.org" is entered. A password field is present with the placeholder text "Password". A checkbox labeled "Remember me on this computer" is checked. A blue "Sign In" button is located below the password field. At the bottom of the page, there are links for "< Back" and "Forgot Password?".

tpotter@huronisd.org

Password

Remember me on this computer

Sign In

< Back      Forgot Password?





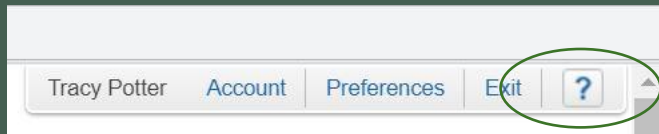
SKYWARD

# Skyward helpline

# ?

# Sky docs

## Skyward tutorials



## SkyDoc-Skyward Documentation

A screenshot of the Skyward SKYDOC Home page. The page has a header with the Skyward logo and navigation links: VIEW SERVICE CALLS, SUBMIT SERVICE CALL, SUBMIT RFE, SKYWARD FORUMS, VIEW RELEASE TUTORIALS, and KNOWLEDGE BASE. Below the header is a navigation bar with Skyward SKYDOC Home, PaC SKYDOC, and Web SKYDOC. The Search button is circled in green. Below the navigation bar is a search phrase input field and a GO button.

(WS) Web Student Management

### Web Student Management

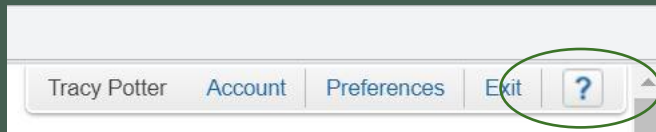
- Admin
- Advanced Features
- API
- Custom Reports
- EA+
- Entity Setup
- Family
- Food Service
- Office
- Print Queue
- Staff
- Federal-State Reports
- Stu Serv
- Student
- WSIPC District
- Best Practices - Use Leading Zeroes in Codes to Help Sort Codes in Order

# Skyward helpline

?

# Sky docs

Skyward tutorials



SkyDoc-Skyward Documentation

(WS) Web Student Management  
(OF) Office

## Office



- Activities
- Attendance
- Curriculum & Assessments
- Class Information
- Current Scheduling
- Discipline
- Future Scheduling
- Grading
- Guidance
- Health Recs
- Lockers
- Product Setup
- Year End

Frequently Asked Questions

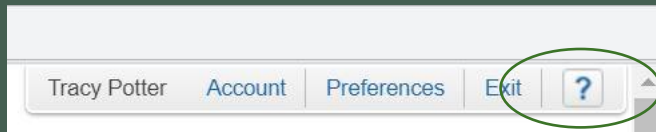


# Skyward helpline

?

# Sky docs

Skyward tutorials



SkyDoc-Skyward Documentation

(WS) Web Student Management  
(OF) Office

## Office



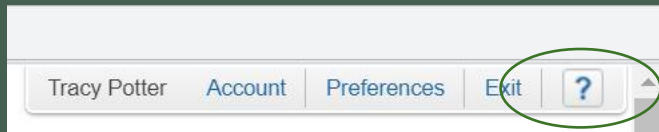
- Activities
- Attendance
- Curriculum & Assessments
- Class Information
- Current Scheduling
- Discipline
- Future Scheduling
- Grading
- Guidance
- Health Recs
- Lockers
- Product Setup
- Year End
  
- Frequently Asked Questions

# Skyward helpline

?

# Sky docs









Skyward tutorials



SkyDoc-Skyward Documentation

(WS) Web Student Management  
(OF) Office  
(AT) Attendance

## Attendance

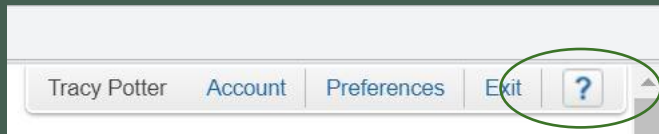
-  Attendance Overview
-  Positive Attendance Guide
-  Attendance Entry by Date
-  Attendance History
-  Attendance Letters  
By Class or Activity
-  Attendance By Student
- Device Entry
- Office Visits
- Product Setup
- Reports
-  Transaction Tracking Inquiry
-  Attendance Using In/Out Times - Best Practice
- Frequently Asked Questions



# Skyward helpline ?

## Sky docs

Skyward tutorials








SkyDoc-Skyward Documentation

(WS) Web Student Management  
(OF) Office  
(AT) Attendance  
(AL) Attendance Letters

### Attendance Letters



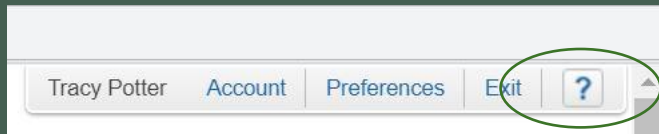
-  Guide to Creating Attendance Letters
-  Letter Templates
-  Attendance Update
-  District-Wide Attendance Letters
- Product Setup
- Reports
-  Schedule Letters

# Skyward helpline

?

# Sky docs

Skyward tutorials



SkyDoc-Skyward Documentation

(WS) Web Student Management  
(AF) Advanced Features

## Advanced Features



- Address
- Automated Emails
- Entity Counts
- District Calendar
- Message Center
- Names



- Processing Lists
- Product Setup
- System Contacts



- Student Indicators
- Best Practices - Student Indicators



- Skylert
- Transcript Signature

- Frequently Asked Questions

# 2023 Skyward Conference

**November 15 & 16, 2023**

*Amway Grand Plaza Hotel*

*Grand Rapids, Michigan*

<http://www.mi-sky.com/user-conference>



BREATH





# MDE UPDATES



# MDE UPDATES

---

TEACHER CERTIFICATION RULE  
APPROPRIATELY PLACED

---

2023-2024

GRADE-LEVEL & SUBJECT AREA

---

FTE DEDUCTION

GRADE-LEVEL

---

SALARY DEDUCTION

SUBJECT-AREA

# MDE UPDATES

---

TEACHER CERTIFICATION RULE  
APPROPRIATELY PLACED

---

APPROPRIATELY PLACED  
TEACHER TAKES ATTENDANCE

---

HOW DOES THIS AFFECT  
VIRTUAL?

---

VIRTUAL LABS

ALTERNATE ED LABS\*



# FALL COUNT DAY

OCTOBER 4, 2023



REQUIRED  
DOCUMENTATION  
ON COUNT DAY

# Required Count Day Documentation

PDF Dated:  
October 4

Skyward Membership Report (Alpha Reports)

Skyward Student Schedules  
3-4/page

Skyward Elementary Class Lists – Class Roster Reports






Unrecorded Class Attendance Report 10.4.2023



# UNRECORDED CLASS ATTENDANCE

PDF  
Specific Date Range  
Count Day 10.4.2023  
(Include date range)

Unrecorded Class Attendance Report Maintenance

[Back](#)

### Template Settings

Template Description:

Share with other users in entity 100

Print Greenbar

### Report Options

Specific Date Range

Starting Date:

Ending Date:

Today Less number of School Days

Starting Period:

Ending Period:

Report Type:  Both  Computer  Scansheet

Print classes for which no scansheet was printed





# REQUIRED DOCUMENTATION



# COUNT DAY ABSENCE REPORT

10 School  
Day Rule-  
Unexcused

30 Calendar  
Day Rule-  
Excused

45 Calendar  
Day Rule-  
Suspensions





# 1-G ADD RECORD

Information to include in excel sheet:

Student ID

UIC

Student Last Name

Student First Name

Middle initial

Grade

Gender

Start Date

D.O.B.

GE, SE, SOC, 105C

Transferred from

**\*Using this feature in Skyward will not include all students.**



# 1-G DROP RECORD

Information to include in excel sheet:

Student ID

UIC

Student Last Name

Student First Name

Middle initial

Grade

Gender

Exit Date

D.O.B.

GE, SE, SOC, 105C

Transferred to

**\*Using this feature in Skyward will not include all students.**





# ATTENDANCE WEEKS

*The records must be printed and signed for the week before the count date, the count week, and the four (4) weeks following the count week – PAM*



# Count Day Attendance Weeks

September 25 – September 29, 2023

October 2 – October 6, 2023

October 9 – October 13, 2023

October 16 – October 20, 2023

October 23 – October 27, 2023

October 30 – November 3, 2023

Teacher Verification Report

# TEACHER VERIFICATION ATTENDANCE REPORT

PDF

Each attendance week  
(Include date range)

*“week before the count date, the  
count week, and the four (4) weeks  
following the count week”*

Sort by Teacher

**Teacher Verification Report Maintenance**

Template Settings

Template Description:

Share with other users in entity 100

Print Greenbar

Report Ranges

Course/Class:

Teacher:

Only Print Primary Teachers

Period(s):

Reporting Period

Start Date:  End Date:

Exclude Dropped Students

Absences

Minimum:  Maximum:

Cover Page

Print Cover Pages

Title for Signature One:

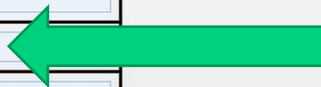
Title for Signature Two:

Title for Signature Three:

Sort Options

Select Sorts

Move	Label
<input type="checkbox"/>	Class
<input type="checkbox"/>	Class Period
<input type="checkbox"/>	Teacher
<input type="checkbox"/>	Entity



# SCHOOL OF CHOICE

Excel to verify your data

Add FTE Fields

Total by Resident District

Report Name: **Count Day - Schools of Choice** Add Clone Delete Back

Report Title: **Count Day - Schools of Choice**

Report Orientation: **Portrait** Student Status: **Active** Excel Export: **Default** Default Entity: **Both**

Print First 10 Records [Print] Excel First 10 Records [Excel] Print Using Processing List Print Using Reports Generator Address Labels

Information Labels Mail Merge Export to File Print Parameter Page

Include All Students Regardless if They Have Data in the Field Areas. ?  
 Include Students Who Have Data in at Least One of the Selected Field Areas.  
 Include Only Students Who Have Data in All of the Selected Field Areas.

Fields on Report	
Student Full Name	[Profile]
Grade	[Profile]
Resident District	[E/W]
State Aid Code	[E/W]

Add/Delete Fields Edit Field

**Field Areas** Edit Areas

Select	Description ▲
<input checked="" type="checkbox"/>	Student Main Line

1 records displayed

Report Width: **78/132**



# TWO-WAY INTERACTION WEEKS

Two-way  
Interaction  
Attendance  
Weeks  
Wednesday to  
Tuesday

October 4 – October 10, 2023

October 11 – October 17, 2023

October 18 – October 24, 2023

October 25 – October 31, 2023

November 1 – November 7, 2023

Detailed – Content Specific





# Two-way Interaction

To satisfy the participation requirement:

- The pupil and the teacher of record or mentor must complete a two-way interaction for one course per week for each week of the four (4) week count period.
- Save your interactions: Email, Text, Phone logs.

# Two-way Interactions

- -OR-

**The pupil must complete a combination of one or more of the following activities for each scheduled course:**

- Documented attendance in a virtual course where synchronous (live) instruction occurred with the teacher.
- Documented completion of a course assignment.
- Documented completion of a course lesson or lesson activity.
- Documented pupil access to an on-going lesson; this is not a login.
- Documented physical attendance on count day in each course may be used for pupils who will attend at least 50% of the instructional time for each course on-site, face-to-face with the teacher of record.





WHAT YOU  
DO  
\*  
MAKES A  
DIFFERENCE



# BALANCE DATA



# SKYWARD ALPHA LIST



# SKYWARD ALPHA LIST

STUDENT'S NAME		STREET ADDRESS					CITY STATE ZIP			I.D. #	BIRTH DATE		
ENROLL DATE	GND	GRADE	10 DAY RULE	30 DAY RULE	RES	RES DST.	PUPIL CDE	STATE AID	RACE/ETH	GEN ED	SPEC ED	TOTAL FTE	HMRM

[REDACTED]	F	01	[REDACTED]	[REDACTED]	R	32610	R	14	000010	1.00	.00	1.00	08/18/2016
------------	---	----	------------	------------	---	-------	---	----	--------	------	-----	------	------------

5.00

[REDACTED]	F	00	[REDACTED]	[REDACTED]	NR	32060	R	02	000010	.86	.00	.86	06/07/2017
------------	---	----	------------	------------	----	-------	---	----	--------	-----	-----	-----	------------

EDUCATING DIST: 32610 - Sigel Twp SD #3F - Adams

NONRESIDENCE RESIDENT DIST: Harbor Beach Community School Distric

[REDACTED]	F	00	[REDACTED]	[REDACTED]	R	32610	R	14	000010	.86	.00	.86	03/26/2017
------------	---	----	------------	------------	---	-------	---	----	--------	-----	-----	-----	------------

[REDACTED]	F	00	[REDACTED]	[REDACTED]	R	32610	R	14	010000	.86	.00	.86	05/30/2017
------------	---	----	------------	------------	---	-------	---	----	--------	-----	-----	-----	------------

[REDACTED]	M	00	[REDACTED]	[REDACTED]	NR	32170	R	02	000010	.86	.00	.86	10/31/2016
------------	---	----	------------	------------	----	-------	---	----	--------	-----	-----	-----	------------

EDUCATING DIST: 32610 - Sigel Twp SD #3F - Adams

NONRESIDENCE RESIDENT DIST: Ugly Community Schools

TOTALS 33.84 .08 33.92

3.44

✓ ✓ ✓



# MSDS ALPHA LIST

# MSDS ALPHA LIST

Center for Educational Performance and Information - Michigan Student Data System

## Alpha List (Pupil Membership)

*Certified Data*

[REDACTED]  
Collection: Fall 2022 General Collection 2022-2023

[REDACTED]

[REDACTED]

---

<b>Total Records: 36</b>	<b>33.84</b>	<b>0.08</b>	<b>0.00</b>	<b>33.92</b>
--------------------------	--------------	-------------	-------------	--------------

Summary For District: [REDACTED]

---

<b>Total Records: 36</b>	<b>33.84</b>	<b>0.08</b>	<b>0.00</b>	<b>33.92</b>
--------------------------	--------------	-------------	-------------	--------------





# WORKSHEET B





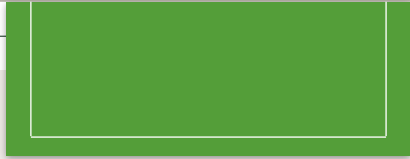
SEE  
REDACTED  
DS4061





# NONCONVENTIONALS

## 5 A-Q, 6 A-C



STAND UP

\*

STRETCH

\*



# FTE CONFLICTS



# FTE CONFLICTS

## What is an FTE Conflict

- FTE Conflicts occur during Fall and Spring General Collections
- A single student has been reported by one or more schools and the FTE equates 1.00+
- Conflicts must be resolved
- Districts resolve
- Auditor resolve once collections are closed

## FTE Conflicts

- How to find FTE Conflicts?
- Run FTE Conflict Detection report in MSDS

MSDS

Profile

MSDS Home

Student Data Submission...

Student Data Downloads...

Search...

Certified Data Reports...

Audit FTE...

Audit Form (DS4061/DS4120)

Audit Narrative

FTE Conflict Detection

Teacher Credential Verification Report

Grad Cohort...

General Reports...

Section 25e...

SDS Home

# Michigan Student Data System



The Student Data System is a repository that contains information regarding students receiving education in the State of Michigan.

## What's New

### Fall MSDS Important Dates

The following MSDS collections will open on 10/25:

- 2023-24 [Student Record Maintenance](#)
- 2023-24 Migrant [Teacher Student Data](#)
- Fall 2023 [General](#)
  - Oct. 4: Fall pupil membership collection
  - Oct. 25: Data quality checks per data submitted before this date
  - Nov. 9: Certification deadline
  - Nov. 16: Recertification deadline
- Fall 2023 [Early Childhood](#)
  - Reporting Period: Beginning of period through Oct. 31
  - Nov. 1: Data quality checks per data submitted before this date
  - Nov. 15: Certification deadline

FTE  
CONFLICTS



MSDS Home

Student Data Submission...

Student Data Downloads...

Search...

Certified Data Reports...

Audit FTE...

Audit Form (DS4061/DS4120)

Audit Narrative

FTE Conflict Detection

Teacher Credential Verification Report

Grad Cohort...

General Reports...

Section 25e...

### FTE Conflict

School Year/Collection: Spring 2021 General Collection 2020-2021

District:  Go

Save

Reflects updates made through July 27, 2021

UIC	Name	Claimed By	GenEd	SpEd52	SpEd53	FTE	GradeOrSetting	Student Residency	Resident District	Status	Adjust	Claim	Resolved By Auditor
05:		Highpoint Virtual Academy of Michigan / Highpoint Virtual Academy of Michigan (83900 / 02953 )	1.00	0.00	0.00	1.00	04	14	82015	Certified		<input type="checkbox"/>	<input type="checkbox"/>
05:		Detroit Public Schools Community District / Mackenzie Elementary-Middle School (82015 / 00853 )	1.00	0.00	0.00	1.00	04	14	82015	Certified		<input type="checkbox"/>	<input type="checkbox"/>

# FTE CONFLICTS





# CERTIFIED DATA REPORTS MSDS

[MSDS Home](#)[Manage Requests...](#)[Student Data Submission...](#)[Student Data Downloads...](#)[Search...](#)[Certified Data Reports...](#)[Certified Reports](#)[FTE Comparison Report](#)[Student Roster Report](#)[Add FTE...](#)[Grad Cohort...](#)[General Reports...](#)[Section 25e...](#)

SDS Home

# Michigan Student Data System



The Student Data System is a repository that contains information regarding students receiving education in the State of Michigan.

## What's New

[View All](#)

### Fall MSDS Important Dates

The following MSDS collections will open on Monday, Sept. 25:

- 2023-24 [Student Record Maintenance](#)
- 2023-24 Migrant [Teacher Student Data Link](#)
- Fall 2023 [General](#)
  - Oct. 4: Fall pupil membership count date
  - Oct. 25: Data quality checks performed on data submitted before this date
  - Nov. 9: Certification deadline
  - Nov. 16: Recertification deadline
- Fall 2023 [Early Childhood](#)
  - Reporting Period: Beginning of program year through Oct. 31

CERTIFIED  
DATA  
REPORTS





# TEACHER CREDENTIAL VERIFICATION

MSDS Home

Student Data Submission... +

Student Data Downloads... +

Search... +

Certified Data Reports... +

Audit FTE... +

Audit Form (DS4061/DS4120)

Audit Narrative

FTE Conflict Detection

Teacher Credential Verification Report

Grad Cohort... +

General Reports... +

Section 25e... +

SDS Home

# Michigan Student Data System



The Student Data System is a repository that contains information regarding students receiving education in the State of Michigan.

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- 2023-24 [Student Record Maintenance](#)
- 2023-24 Migrant [Teacher Student Data](#)
- Fall 2023 [General](#)
  - Oct. 4: Fall pupil membership collection
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  - Nov. 9: Certification deadline
  - Nov. 16: Recertification deadline
- Fall 2023 [Early Childhood](#)
  - Reporting Period: Beginning of period through Oct. 31
  - Nov. 1: Data quality checks per data submitted before this date
  - Nov. 15: Certification deadline

TEACHER CREDENTIAL VERIFICATION REPORT



## Teacher Credential Verification Report

Collection: REP EOY 2023 Collection

Entity: [REDACTED]

Description: List of teachers and reported credentials from the Fall REP Collection

Building Code	Building Name	PIC	Last Name	First Name	Date Of Hire	Date Of Termination	On Leave	Assignment Code	Certificate Type	Grade/Ed Setting	Issue Date	Subject/Grade Level	Expiration Date	Expired Credential	In/Out of Field Status
---------------	---------------	-----	-----------	------------	--------------	---------------------	----------	-----------------	------------------	------------------	------------	---------------------	-----------------	--------------------	------------------------

# Virtual Dual Enrollment CTE-HATC

Student lists

No Class Rosters that include duplicates

Field Audit – Higher Pull Rate

Elementary Class Roster-Grade/Teacher

CTE – Cooperative Agreement



# Pupil Accounting Thoughts

SE FTE Verifications after count – Call Kim

Please back date students who did not return

Erica's - MDE Office of Special Ed Memo

Entry/Withdrawal SE

SE – Initials - Only report once

Parent/Guardian – Check Custodial Parent







YOU  
GOT  
THIS!



# GAD

GRADUATION DROP OUT

[HTTPS://WWW.MICHIGAN.GOV/CEPI/PK-12/MSDS/GRAD-DROP](https://www.michigan.gov/cepi/pk-12/msds/grad-drop)

MSDS Home

Student Data Submission...

Student Data Downloads...

Search...

Certified Data Reports...

Audit FTE...

Grad Cohort...

Cohort Student List

General Reports...

Section 25e...

## Cohort Summary by Year

\* Cohort Year:

\* Select Entity:

Last Name:  First Name:

UIC:  Cohort Status:

Exit Status:

GRADUATION  
DROP OUT  
GAD

## 2023-2024 GAD Exit Status Changes

**Instructions:** To request a change in exit status, complete the following information and attach a copy of one of the allowable forms of documentation. If the documentation does not meet MDE requirements, the change will not be approved.

**NOTE:** Complete only for changes that will impact the district's Graduation/Dropout (GAD) Rates. Do not complete this form for changes to codes 08, 10, 11, 13, 16-19 – since changing to one of those codes will not have an effect on district GAD rates.

District:  Building:

Student Last Name:  First Name

Date of Birth  UIC

Current data in GAD:

Request data be changed to:

Exit code:

Date exited:

"As of" date:  (Submission date the record was last recorded--Sept/Oct, Feb, or EOY)

**PLEASE ATTACH ALLOWABLE DOCUMENTATION TO SUPPORT THE CHANGE REQUESTED.**

Form completed by (print name):

Telephone number:  Email address:



# GRADUATION DROP OUT GAD



## Appendix D – Acceptable Exit Status Documentation

Exit Status	Definition	Allowable Documentation
01, 02, 03, 04, 05, 06, 20, 21, 40, 41	Graduated or completed	<ul style="list-style-type: none"> <li>• Official transcript or diploma.</li> <li>• Official alpha list of graduates/completers from the student management software, which includes pupil's name, UIC, date of birth and MSDS completion status; sorted by building, then by completion status, then by pupil's last name.</li> <li>• Exit Status 40 requires a high school transcript and documented proof of one of the following items:                             <ul style="list-style-type: none"> <li>○ MEMCA Certificate/Advanced Certificate</li> <li>○ At least 60 college credits</li> <li>○ Associates Degree</li> <li>○ Professional Certification</li> </ul> </li> </ul>
09	Moved out of state	<ul style="list-style-type: none"> <li>• Request for student records from a receiving public or private high school or an educational program (that culminates in a regular high school diploma).</li> <li>• Written record of a response from an official in the receiving school or program acknowledging the student's enrollment.</li> <li>• For migrant pupils, documentation of student's out of state enrollment in the federal Migrant Student Information Exchange (MSIX).</li> <li>• Note: The USED has ruled that a conversation with a parent or neighbor of a student, for instance, is NOT considered official written documentation of a transfer. The one exception is that if a parent informs a school administrator that the family is leaving the country, the school administrator may document this conversation in writing and include it in the student's file.</li> </ul>
12	Deceased	<ul style="list-style-type: none"> <li>• Confirmation from student management software that student is listed as deceased in the software.</li> <li>• Obituary, other newspaper article.</li> <li>• Program from the funeral/memorial service.</li> <li>• Written statement from the parent or guardian.</li> <li>• Death certificate.</li> </ul>
14	Enrolled in home school	<ul style="list-style-type: none"> <li>• Written parental statement.</li> <li>• Pupil withdrawal form signed by the parent/guardian or qualified student indicating pupil is being home schooled.</li> <li>• Parental record request confirming pupil is homeschooled.</li> </ul>



# GRADUATION DROP OUT GAD



*District User Guide to Reporting and Reviewing Graduation and Dropout Information*

Exit Status	Definition	Allowable Documentation
		<ul style="list-style-type: none"><li>• Statement by attendance officer (truancy officer) verifying that compulsory attendance requirements are met.</li><li>• Note: The USED has ruled that a conversation with a parent or neighbor of a student, for instance, is NOT considered official written documentation of a transfer.</li></ul>
15	Enrolled in nonpublic school	<ul style="list-style-type: none"><li>• Request for student records from a receiving public or private high school of an educational program (that culminates in a regular high school diploma).</li><li>• Written record of a response from an official in the receiving school or program acknowledging the student's enrollment.</li><li>• Note: The USED has ruled that a conversation with a parent or neighbor of a student, for instance, is NOT considered official written documentation of a transfer.</li></ul>



# GRADUATION DROP OUT GAD



# CRDC

CIVIL RIGHTS DATA COLLECTION

[HTTPS://CRDC.COMMUNITIES.ED.GOV/#PROGRAM](https://crdc.communities.ed.gov/#program)

May 15 - June 30

2023

### REGISTRATION

Update and verify contact information and list of schools.

Collection overview  
Submission tool guides  
Which schools to report  
School/LEA forms

PRE-COLLECTION

SUMMER/FALL

2023

### COLLECTION TOOLS

Use tools to review list of data elements and to prepare for the collection.

School/LEA forms  
Flat file submission  
Survey tool guides  
Excel templates  
Data elements

PRE-COLLECTION

WINTER/SPRING  
2023-2024

### REVIEW & SUBMIT DATA

Review and submit data via file upload or manual entry.



COLLECTION

WINTER/SPRING

2024

### CERTIFY DATA

Review submitted data and resolve errors and warnings.

Action plans  
Reviewing data

COLLECTION

SPRING/SUMMER

2024

### DATA QUALITY

Review the data for quality.

Data quality manuals

POST-COLLECTION





# SECTION 25E



# Section 25e

CHROME-  
EXTENSION://EFAIDNBMNNNIBPCAJPCCGLCLEFINDMKAJ/HTTPS://WWW.MICHIGAN.G  
OV/-  
/MEDIA/PROJECT/WEBSITES/CEPI/MSDS/SECTION25\_USER\_GUIDE.PDF?REV=0C80D7B8  
194F4BBBA7083DD92E4141CA





# Section 25e

25E CLAIMS CAN BE REQUESTED ON NEWLY ENROLLED STUDENTS BETWEEN THE DAY AFTER THE OCTOBER COUNT DAY THROUGH THE DAY BEFORE THE FEBRUARY COUNT.

STUDENTS THAT QUALIFY MUST:  
STUDENTS MUST HAVE BEEN CLAIMED FOR FTE IN THE OCTOBER COUNT



# Section 25e

OCTOBER 5, 2023 – FEBRUARY 13, 2023

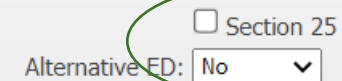
# Section 25

Section 25e of the State School Aid Act (MCL 388.1625e, Public Act 60 of 2013) was created to allow any school district to claim pro-rated fulltime equivalency for pupils who transfer after the Fall Pupil Membership Count Day.

Section 25e begins the day after fall count through the day before spring count.

Requests may not be certified until **after** the Fall General Collection certification deadline and **must** be certified before Spring Count date.

TIPS: Be sure to click the Section 25 box in Entry/Withdrawal tab and certify SRM with ***first full day of attendance.***



Alternative ED:  Section 25  
No

A green arrow points from the text in the first box to the 'Section 25' checkbox in this screenshot. The 'Section 25' checkbox and the 'Alternative ED: No' dropdown menu are circled in green.

# Section 25

Pupils who were not counted by any Michigan local education agency, public school academy or ISD on the Fall Pupil Membership count date are NOT eligible for a Section 25e FTE transfer.



# Section 25

When to report Section  
25e?

After Fall General  
Collection certification  
deadline, prior to Spring  
Count Date, within 30  
days of the transfer.  
Whichever is later.

## Section 25e CHECK LIST

Every Section 25e request must include:

- \_\_\_\_\_ Signed Section 25e Request Form
- \_\_\_\_\_ Pupil Schedule
- \_\_\_\_\_ Residency Verification Form
- \_\_\_\_\_ School of Choice Application  
(If enrollment date is **inside** School of Choice window)
- \_\_\_\_\_ Release from Resident District  
(If enrollment date is **outside** of School of Choice window)
- \_\_\_\_\_ Teacher Attendance Summary Report  
(Must include date range of 1 week prior to first day student attended all classes, for 3 weeks. Must match Pupil Schedule)

# Section 25e Checklist

- <https://huron.schoolinsites.com/pupilac-counting>

# TEACHER ATTENDANCE SUMMARY REPORT

## SECTION 25E

**Template Settings**

\* Template Description:

Share with other users in entity 050

Print Greenbar

**Report Ranges**

**Dates**

Dates: Run for a time period of one week prior to the first day attended (Low) then for three weeks (High).

\* Enter date range:

Default to 4 week date range

**Classes**

Teacher:

Course/Class:

Period:

Term:

Class Status:  Active  Inactive  Both

Select classes:

**Selected Classes**

There are no records to display; check your filter settings.

0 records displayed

**Students**

\* Student Key:

Grad Yr/Grade:

Include all student types

Include all schools

Include all calendars

\* Select absence types:

**Student Status**

Active

Inactive

Both

**Sort Options**

Teacher

Class

**Report Options**

Use scheduling days

Print absence types legend

Print signature line

Page break by Class

Print non-absence data

Print multiple meets as one class

Asterisk (\*) denotes a required field

Be sure to uncheck this box.

MSDS Home

Student Data Submission...

Student Data Downloads...

Search...

Certified Data Reports...

Audit FTE...

Grad Cohort...

General Reports...

Section 25e...

Manage Section 25e Requests

Section 25e Summary Report

## Section 25 Summary Report

\* = Required

\*Submitting Entity:

\*School Year:

\*Report Format:

Generate Report

SECTION 25E



DAYS & CLOCK  
HOURS



HURON INTERMEDIATE  
SCHOOL DISTRICT

1 Snow Day

This will affect your  
Tech Center times

September 11, 2023

Days  
Clock  
Hours

75% District Report

Snow Days – Remove

Rescheduled Days =

60 % Attendance

Days  
Clock  
Hours



# QCR YEAR

MDE-QUALITY CONTROL REVIEW



QUESTIONS???





# SURVEY